

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT:** Employee Offboarding Process**EFFECTIVE DATE:** February 9, 2023**Purpose**

The purpose of this policy is to establish an offboarding process for individuals whose employment at Southwest Tennessee Community College (“Southwest” or “the College”) is coming to an end or has just ended.

**Definitions**

**At-will Employment-** Employees classified as staff or non-tenured faculty are deemed to be employed on an at-will basis. They may resign or otherwise end their service to the College with or without providing cause or notice. Likewise, the College may terminate staff and non-tenured faculty at any time, with or without cause or notice, provided that the basis for termination is not participation in protected activities, unlawful discrimination, or other considerations prohibited by law. Supervisors shall consult with Human Resources before terminating the employment of any staff or non-tenured faculty employee. Although the College may terminate staff and non-tenured faculty for cause and/or gross misconduct, neither cause nor gross misconduct is required (see Tennessee Board of Regents’ General Personnel Policy, [5.01.00.00](#)).

**Offboarding-** Steps in an employee’s official separation from service to the College that include, but are not limited to, the return of College property, removal of access to systems, and other means of separation.

**Tenure-** An award given as recognition of a faculty member’s merit and of the assumption that the faculty member will meet the long-term staffing needs of a department or academic program and of the College. It is awarded only to faculty members who have exhibited professional excellence and outstanding ability sufficient to demonstrate that their future service and performance justify the degree of permanence afforded by tenure. Tenured faculty members have the assurance of continued employment during the academic year until retirement or dismissal for adequate cause, financial exigency, or curricular reasons as stated in Southwest Policy [5:02:03:01/38](#), Academic Tenure.

**Voluntary Termination-** Separation from the College that occurs when an employee:

1. Submits a written letter of resignation to the employee’s direct supervisor;
2. Submits a letter of resignation to the Office of Human Resources; or

3. Is absent from work for three (3) consecutive workdays and fails to contact the direct supervisor (Southwest Attendance Policy, [5:01:00:00/18](#)).

A letter of intent to retire is deemed a letter of resignation.

**Involuntary Termination-** Management initiated dismissal of an employee with or without cause or notice.

### **Policy**

All full-time employees who voluntarily terminate employment at the College follow the same process, which is provided below. Non-tenured faculty and staff who are involuntarily terminated use the same process, which is also provided below. Tenured faculty who are involuntarily terminated follow the termination process provided in Southwest Policy [5:02:03:01/38](#), Academic Tenure.

The employee separation process requires a coordinated effort among various departments. When employees will voluntarily separate from the College, they should provide timely and appropriate written notice of their intent to resign.

- Timely notice- at least 14 days for support and clerical staff and 30 days for professional and academic personnel.
- Appropriate notice- includes full name, date the letter is being submitted, proposed last day of employment, and signature.

Supervisors must ensure that the offboarding process described below is completed for their direct reports. Supervisors will be held accountable if the Office of Human Resources is not notified as described below and lack of notice to Human Resources results in overpayment or unauthorized access to College systems or property.

### **Voluntary Termination**

Employees must notify their direct supervisor or Human Resources of their intent to separate from the College. No later than the next business day, the supervisor must notify the Office of Human Resources via email at [myhr@southwest.tn.edu](mailto:myhr@southwest.tn.edu) and provide a copy of the resignation, if the employee provided the same in writing. The resignation notification should include the employee's full name, date the notice was submitted to the supervisor, and proposed last day of employment.

Human Resources will then email the employee offboarding information. The email will also be sent to the terminating employee's supervisor, the Offboarding team, and the Payroll department. The email from Human Resources will include:

1. Acceptance of Resignation Notice;
2. Final Check-Out Sheet; and

### 3. Information for Departing Employees pamphlet.

Before service to the College ends, terminating employees must:

1. Remove all of their personal property from College property;
2. Obtain all necessary signatures on the Final Check-Out Sheet.

If an employee's service terminates immediately such that there is not ample time to obtain signatures, Human Resources will work with the employee's supervisor in an effort to obtain the signatures and ensure that all College property is returned. Neither Southwest, the Tennessee Board of Regents, nor the State of Tennessee will not be responsible for a terminated employee's personal items left on College property after termination.

### **Involuntary Termination**

As stated above, tenured faculty who are involuntarily terminated follow the termination process provided in Southwest Policy [5:02:03:01/38](#), Academic Tenure.

The College may terminate staff and non-tenured faculty at any time with or without cause or notice, provided that the basis for termination is not because of participation in protected activities, unlawful discrimination, or other considerations prohibited under federal/state law. Supervisors shall consult Human Resources before termination occurs. The terminating employee's supervisor must notify Human Resources the day that the involuntary termination occurs.

In the event of an involuntary termination, notification will be sent to the supervisor, Offboarding team, and Payroll department with a request to immediately terminate all accounts and access. The supervisor is responsible for obtaining signatures on the Final Check-Out Sheet when termination is involuntary.

All involuntary terminations must be approved by the President. A letter from the President regarding the termination will be forwarded to the former employee.

### **Temporary Employees and Student Workers**

A written resignation notice is not required for temporary employees or student workers. The employee's direct supervisor must provide written termination notice to Human Resources via email at [myhr@southwest.tn.edu](mailto:myhr@southwest.tn.edu). The departure notification should include the employee's full name, date that the termination notice was submitted to the supervisor, and the proposed last day of employment. \*Please note that the mandatory 14-day break in service for temporary employees is not considered termination for purposes of this policy.

If a terminating student worker will continue to be a student at the College after termination, the supervisor will notify Human Resources in order for the student to retain email and other access necessary for students.

**Return of Property**

Terminating employees must return all College property at the time of separation, including, but not limited to, uniforms, cell phones, keys, laptops, identification cards, and parking permits. Failure to return items may result in a delay in receipt of a final paycheck. Southwest has the right to pursue criminal charges for failure to return College property.

**Exit Interview**

Human Resources will conduct a voluntary exit interview prior to an employee’s last day of service. This pertains only to full-time staff and non-tenured faculty who terminated voluntarily.

**Eligibility for Rehire**

Employees who leave Southwest in good standing and with proper notice may be considered for rehire. Former employees must follow the normal application and hiring processes and must meet all minimum qualifications and requirements of the position, including qualifying examinations.

Employees who are involuntarily terminated for cause or who resign in lieu of termination are ineligible for rehire. Employees who resign without providing adequate notice or who abandon their job will not be considered for rehire. As stated above, adequate notice is considered at least 14 days for support and clerical staff and 30 days for professional and academic personnel.

**Responsible**

Source of Policy: \_\_\_\_\_ Administrator: Associate VP of HR

TBR Policy Reference: 1.12.01.00; 5.01.00.00; 5.01.00.02; 5.01.02.00

Related Southwest Policy: 5:01:00:00/18 TBR Guideline Reference: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: February 9, 2023

**President**